

TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2009** Due Dates for All HRMS/Payroll Forms and Inputting

All payroll information must be inputted into the PeopleSoft payroll system by the dates listed below. Business units will have the deadline of 5:00 p.m. for the advanced payroll dates below and 12:00 Noon for the supplemental payroll dates below. (**Note:** The supplemental pay date is the 10th of the month. If the 10th falls on a Saturday, Sunday, or Holiday, the pay date is the preceding Friday).

<u>MONTH</u>	<u>HOURS</u>	<u>ADVANCED</u> <u>(5 P.M.)</u>	<u>SUPPLEMENTAL</u> <u>(Noon)</u>
January	176	01/26/09	02/04/09
February	160	02/23/09	03/04/09
March	176	03/25/09	04/03/09
April	176	04/24/09	05/05/09
May	168	05/22/09	06/04/09
June	176	06/24/09	07/06/09
July	184	07/27/09	08/05/09
August	168	08/25/09	09/03/09
September	176	09/24/09	10/05/09
October	176	10/26/09	11/04/09
November	168	11/23/09	12/04/09
December	184	12/23/09	01/05/10